

**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
DIRECTOR OF POLICY, RESEARCH, AND STRATEGIC PLANNING**

Open To: The Public

Location: 39 Woodland Street, Hartford, CT 06105

Hours: 8:00 a.m. – 5:00 p.m.

Salary: Commensurate With Experience

Closing Date: November 15, 2013

General Definition

The Connecticut State Colleges & Universities (ConnSCU) invites applications for the position of Director of Policy, Research, and Strategic Planning. Governed by a Board of Regents (BOR), ConnSCU encompasses four universities, twelve community colleges, one on line institution (Charter Oak State College), and a System Office serving more than 100,000 students. The Director, located at the System Office in Hartford, develops and manages operations to generate and disseminate knowledge about public higher education in Connecticut and assist in the formulation of higher education policy.

Background and Position

ConnSCU is the largest public university system in Connecticut. Its universities and colleges offer high-quality graduate and undergraduate programs and provide extensive opportunities for internships, community service, and cultural engagement. The System Office coordinates and supports the seventeen ConnSCU institutions and serves as staff to the BOR. The Director's principal role is in the collection, analysis, and refinement of research about the state national policy environment, institutional performance, and benchmark data for use by the BOR and its senior management in strategic planning and decision-making. These tasks also include providing sound and useful advice and guidance on appropriate and effective uses of the data toward achievement of the goals and mission of ConnSCU. The Director reports to the Provost and Senior Vice President for Academic and Student Affairs, and directly supervises professional and support positions within the Office of Policy and Research.

Examples of Duties

Representative duties include:

- Develop and administer decision support systems to provide a sound and reliable foundation for BOR strategic planning and decision-making. This accountability includes using institutional research and strategic planning data developed in collaboration with the strategic planning and institutional research staffs of ConnSCU institutions. The accountability includes design and development of information systems required to support research studies, policy analysis, and management decision-making, as well as

assuring the continuing integrity of institutional research data files. It also includes directing interagency studies, data sharing, and development of a multi-agency statewide longitudinal data system.

- Design and conduct research studies on a variety of management and policy issues. This accountability includes providing interpretation and analysis of data and preparation of reports in support of management planning, decision-making, and policy formulations. The accountability also includes coordinating and facilitating cooperative research projects among ConnSCU institutions.
- Analyze the impact of proposed or existing policies on current and future operations. This accountability includes reviewing policy environment at the national level and other states, engaging with national and state policymakers and experts, analyzing data, preparing reports, and providing guidance to the BOR and its management in developing policies and programs to promote effective operations.
- Provide useful data and assistance to the Board and institutional staff in preparation of information for program reviews, studies of institutional effectiveness, and assessments of academic, administrative, and student affairs effectiveness.
- Assure that planning projects and recommended strategies are consistent with sound fiscal and budget management considerations.
- Perform special research projects for and provide sound strategic planning recommendation to the Office of the President.

Qualification:

Knowledge, Skill and Ability:

Demonstrated ability to conduct policy analysis and to develop strategy in complex organizational settings; demonstrated ability to conceptualize and carry out qualitative and quantitative research projects; demonstrated ability to use other state agencies and sectors in analyses; evidence of experience in the use of technology as analytical tools; evidence of understanding current issues and trends in higher education; demonstrated ability to organize and write clearly and concisely; evidence of ability to apply analytical tools and methods to convert complex data into useful information in a consultative role; exceptional interpersonal skills.

Minimum Education, Experience, and Training Required:*

General Experience:

An earned doctoral degree is required together with at least ten (10) years of experience in higher education administration or related complex organizations.

*Education, experience, and training comparable to the requirements set forth herein may be substituted in lieu thereof.

Application Instructions:

Interested candidates should submit a letter of application and resume with details of experience and training, along with names and contact information for three (3) professional references to:

Connecticut State Colleges & Universities
Board of Regents for Higher Education
Steven Weinberger, Vice President for Human Resources

61 Woodland Street
Hartford, CT 06105
Telephone: (860) 723-0252
Fax: (860) 723-0885
Email: weinbergers@ct.edu

Applications must be postmarked no later than the closing date listed above. **All required documents must be submitted to be considered for interview.**

The Board of Regents for Higher Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Board does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Board does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Board's nondiscrimination policies should be directed to Leah Glende, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut, Board of Regents for Higher Education, 61 Woodland Street, Hartford, CT 06105, (860) 723-0794. lglende@commnet.edu.

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